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The New Jersey Tenant Action Handbook can be used as a training manual for community action workers, as a reference book for housing employees and volunteers, and as a guide for tenants living in low-income areas. It tells what the law in New Jersey can make an apartment house landlord or a tenant do, which housing problems can be solved by tenant action, how to start and carry out a tenant action program, when not to start one, and which agencies to contact for action or for help. There is a list of New Jersey community action organizations and of New Jersey public housing authorities. Apartment house problems that can be corrected by tenant action are described. (aj)

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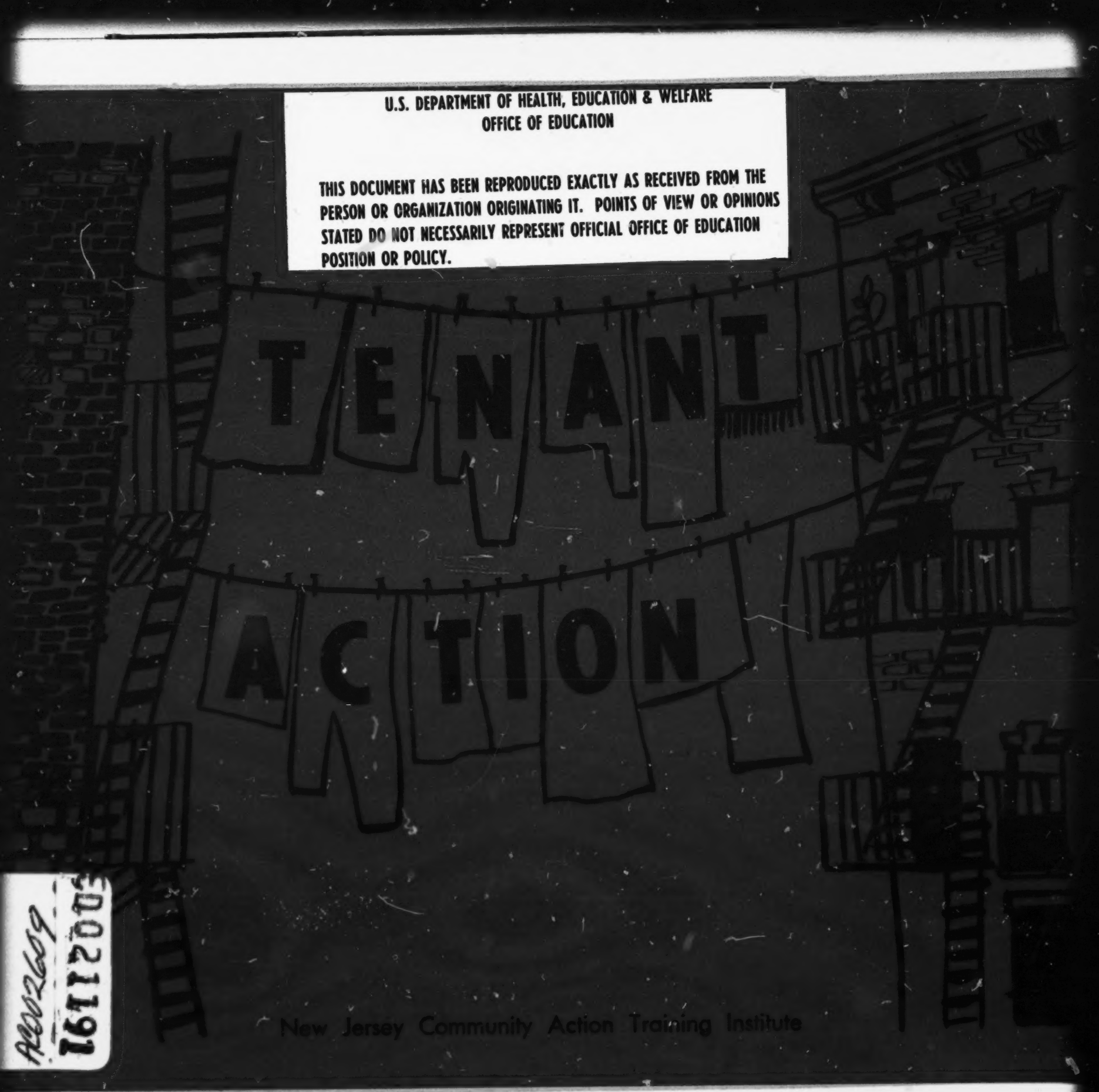


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New Jersey Community Action Training Institute

A NEW JERSEY TENANT ACTION HANDBOOK can be used as a training manual for community action workers, as a reference book for housing employees and volunteers and as a guide for tenants living in low-income areas.

It was written and published by the New Jersey Community Action Training Institute, a non-profit corporation that is developing the first statewide training program for people involved in anti-poverty activities. The Institute is supported by the United States Office of Economic Opportunity.

The Handbook was distributed in draft on June 7, 1966, at the Governor's Conference on Poverty and Housing, organized by John C. Bullitt, Director of the New Jersey Office of Economic Opportunity. It was then tested in several New Jersey communities by the New Jersey Community Action Training Institute.

THE HANDBOOK is modeled after a publication called "Tenant Action," written by Robert Stover, and published by the Architect's Renewal Committee in Harlem, Inc. (ARCH).

New Jersey Community Action Training Institute
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413 West State Street, Trenton, New Jersey 08618
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July 1966

## WHAT IS A NEW JERSEY TENANT ACTION HANDBOOK?

THOUSANDS of people in New Jersey live in old, broken down, worn out and often dirty apartment houses. They have housing problems that FORCE them to live unhappy, unhealthy and dangerous lives.

MANY OF THEM DO NOT KNOW THAT THERE ARE LAWS IN NEW JERSEY THAT CAN GET SOMETHING DONE ABOUT THESE PROBLEMS. If you are one of these people, this Handbook is for YOU.

### YOU HAVE A SERIOUS HOUSING PROBLEM THAT CAN BE SOLVED IF . . .

. . . you have rats, mice or cockroaches in your apartment.
. . . you see bugs scatter when you turn on a light.
. . . you have uncovered garbage in the halls or yard of your building and if all of your garbage cans do not have lids.
. . . your apartment or building has broken windows, loose or falling bricks, broken or missing stairs, no hand rail.
. . . you do not have enough working toilet facilities.
. . . your halls do not have enough light or need repair.
. . . your apartment does not have any or enough heat or hot water.
. . . you cannot lock your front and/or back door.

**. . . OR IF YOU HAVE ANY HOUSING PROBLEMS LISTED ON THE BACK COVER.**

## WHAT IS TENANT ACTION?

When a tenant or a group of tenants DO something to solve their housing problems, they have taken tenant action.

THIS HANDBOOK is a Guide to Tenant Action. It tells you:

. . . what the law in New Jersey can make an apartment house landlord or a tenant do,
. . . which housing problems can be solved by tenant action,
. . . how to start and carry out a tenant action program, and when you should NOT start tenant action.
. . . which agencies to go to for action or for help.

FOLLOW THE ACTION STEPS OUTLINED IN THIS HANDBOOK. IT CAN COST YOU NOTHING TO MAKE A BETTER NEIGHBORHOOD FOR YOU, YOUR FAMILY AND YOUR CHILDREN.

"To me, there is nothing more fundamental for a man to have than a decent home for himself and his family. New Jersey is not so poor, and this country is not so backward that a 'decent home in A SUITABLE LIVING environment for every American family' cannot be an attainable goal—and soon."

Governor Richard J. Hughes
New Jersey Conference on Poverty & Housing
June 7, 1966

## THE LAW

THERE ARE LAWS IN NEW JERSEY that can FORCE a landlord to make repairs, . . . to provide good services . . . to keep his building clean . . . to stop charging too much rent.

A STATE MODEL HOUSING CODE spells out the LEAST landlords and tenants must do to make and keep apartments safe and sanitary. But this code is only a sample for cities to follow. NOT ALL cities in the State have used it. Many that have codes do not enforce them adequately.

A NEW JERSEY TENEMENT HOUSE LAW was passed more than 60 years ago to make sure that buildings where more than two apartments were rented or leased would be safe.

A 1966 AMENDMENT TO THE FAIR HOUSING LAW makes it illegal for a landlord to refuse to rent an apartment or a house because of a tenant's color, creed, nationality, age or ancestry. A 1966 LAW enables any city to enact rent control, to assure that landlords do not charge too much rent for unsafe and unsanitary apartments.

THESE LAWS can be used by ANY tenant to make his apartment, his home a safer, healthier place to live. All of the information in the first part of this Handbook is based upon these laws. The second part tells tenants HOW TO USE the laws.

## WHAT DOES THE LAW REQUIRE OF AN APARTMENT HOUSE LANDLORD?

**Cleaning:**

A landlord must keep the inside and outside of his building clean. He must clean or paint the walls and ceilings of the apartments when they become worn out, soiled or stained. But the tenant is responsible for keeping his own apartment or room clean.

**Garbage and Rubbish:**

A landlord must supply at least one garbage can with a tight fitting cover for each apartment in the building. Garbage cans must be made of metal or some other waterproof material—not paper or cardboard. There must be enough garbage cans to hold all of the rubbish until it is collected. If there is no regular collection by the city, the landlord should arrange for the garbage and rubbish to be picked up at his building.

**Heat:**

A landlord must be sure that the heating facilities in the building are safe and in good working order. The heating units should be able to heat all rooms in the building to at least 70 degrees Fahrenheit when the temperature is zero outside.

**Plumbing:**

Every apartment MUST have a kitchen sink, a flush toilet, a wash basin, a bathtub or a shower that is available only to the family living in the apartment. Every sink, toilet, bathtub or shower MUST have hot water that is at least 120 degrees Fahrenheit. All plumbing facilities should be connected to both hot and cold water lines and kept in good working condition.

**Stairways:**

A landlord must keep all inside and outside stairways safe and in good condition. Every stairway having three or more steps must have a rail or banister.

**Janitor:**

Every apartment building with more than six separate apartments must have a janitor.

**Lighting:**

Every rented apartment must have electricity. All electric wiring and equipment in the building must be kept in safe and good working condition.

Every room must have at least two separate electrical outlets—two wall outlets or a ceiling fixture and a wall outlet.

All public parts of the apartment building must have natural or artificial light at all times. This includes the halls, stairs, landings, cellars, utility and furnace rooms.

**Repairs—Maintenance:**

A landlord must keep the entire building in good repair. This includes the inside, outside, roofs, sidewalks, courtyards, halls, stairs, tenant's apartments, doors, roofs, porches, foundations, balconies, windows and other parts.

All services must be supplied continuously. They must not be shut down, turned off or stopped—except for emergencies authorized by Public Service or temporarily for repairs or alterations. If the electricity goes off or the water stops running, the landlord MUST take immediate steps to fix it.

**Window Screens:**

Every window that can be opened in every apartment must have a screen that fits properly from May 1 to October 1 of every year. Landlords must fix broken screens.

**Bugs, Rats, Insects, Mice:**

A landlord must keep rats, mice, insects and bugs out of every apartment. If they do appear in an apartment, the landlord has to supply exterminating services and then make sure that the building is made rat and insect-proof.

## THE LAW AND THE LANDLORD

**Space:**

Every apartment must have 150 square feet of floor space for the first person and at least 100 more square feet for every additional person living there.

| The number of people living in an apartment | The apartment must be at least |
|---|---|
| One | 150 square feet |
| Two | 250 square feet |
| Three | 350 square feet |
| Four | 450 square feet |

**Sleeping Space:**

Every bedroom in an apartment MUST have 70 square feet for the first person sleeping there and an additional 50 square feet for each additional person sleeping there.

No room may be used for sleeping if it is in a basement with the floor 3½ feet above the level of the ground. If the floor is higher, only basement rooms that have been damp-proofed can be used for sleeping.

**Grounds & Lawns:**

A landlord must keep lawns, hedges and bushes trimmed. He cannot let them become overgrown.

## THE LAW & THE TENANT

### WHAT ARE YOUR LEGAL RESPONSIBILITIES AS A TENANT?

**Property Damage:**

If you, members of your family or your visitors purposely break or damage the landlord's property, you must repair it or pay for it. You are not responsible for wear and tear from normal use.

**Examples:**

A child visiting you marks up the walls of your apartment. The landlord does not have to repaint your walls.

If the kitchen wall near your stove gets dirty and smoky, the landlord does have to paint the wall.

**Cleaning:**

It is up to you to keep your own apartment clean. No dirt or food should be left around to attract rats, mice or insects. You should keep kitchen sinks and other drains clean.

You should not leave garbage or trash in the halls or on the sidewalk around the building. Put it into a container.

## THE LAW AND ROOMING HOUSES

A lodging or rooming house is a building in which one or more persons rent one or more rooms that do not have cooking facilities.

Some apartment house rules given on the previous pages also apply to rooming or lodging houses. There are also special rules for these buildings:

**Garbage and Rubbish:**

Landlords must provide garbage and rubbish containers for each unit in a rooming house. They must be located outside the unit.

**Toilets, Washing Facilities:**

Landlords must have at least one toilet, one wash basin, one bathtub or shower for every eight people in a rooming house. Tenants must be able to reach these facilities without passing through rooms that other people live in. Also, the facilities must be located no farther than one floor above or below all the units using them.

**Space:**

Every room in a rooming house that is used for sleeping must have at least 80 square feet for the first person and an additional 60 square feet for each additional person.

## HOW TO START TENANT ACTION

### WHO CAN START A TENANT ACTION PROGRAM?

A group of tenants, civic groups, a CAP or any community action organization can start a tenant action program.

### DO YOU NEED MONEY?

In most cases, no.

### HOW CAN A TENANT ACTION PROGRAM BE STARTED?

ORGANIZE: Other tenants in your building usually have the same complaints you have. You can get better and quicker results if you act together.

### HOW CAN YOU ORGANIZE A TENANT ACTION GROUP?

1. ARRANGE A MEETING. Ask each tenant in your building to meet with you to discuss your housing problems. You can meet in your own apartment, or in the basement of your building, or on the roof, or in the yard—or at any convenient place.

2. FORM YOUR OWN TENANT ACTION GROUP. At the first meeting, choose a name for your tenant action group. Also circulate a sheet of paper and ask each person at the meeting to sign their full name. This can be used as your membership list.

3. START TENANT ACTION! On the following pages are five worksheets that have been prepared to help any group of tenants launch an attack on urban apartment house problems. Use the first part of this Handbook as a guide. And follow directions.

**TENANT ACTION WORKSHEET #1:**

## A FACT SHEET FOR TENANT ACTION GROUPS

TENANT ACTION GROUPS should know the facts about the housing problems they want corrected. Fill out this sheet. Ask your CAP organization to mimeograph a copy for each member of your group. A list of all CAPs in the State begins on page 18. If you cannot get copies, give each member a piece of paper at your next meeting. Write the information on a blackboard. Ask members to copy it. With this information, each member becomes a worker.

CAPS taking tenant action should (1) organize a group of tenants living in the apartment house concerned, (2) complete this sheet, and (3) give each tenant in the group a copy.

NAME OF YOUR TENANT ACTION GROUP: _____

ADDRESS OF YOUR APARTMENT HOUSE: _____

YOUR LANDLORD: (Fill in 1 or 2)

1. If your apartment house is owned by one person:

HIS FULL NAME _____

HIS ADDRESS: _____

HIS TELEPHONE NUMBER: _____

2. If your apartment house is owned by a corporation:

NAME OF CORPORATION: _____

PRESIDENT OF CORPORATION OR PERSON IN CHARGE OF YOUR BUILDING: _____

HIS ADDRESS: _____

HIS TELEPHONE NUMBER: _____

HOW MANY APARTMENTS ARE RENTED IN YOUR BUILDING? _____

HOW MANY TENANTS HAVE JOINED YOUR TENANT ACTION GROUP? _____

HOW MANY TENANT ACTION MEMBERS HAVE LEASES? _____

IF YOUR TENANT ACTION GROUP MEETS REGULARLY, GIVE THE DAY, TIME AND PLACE OF YOUR MEETINGS: _____

HAVE ANY TENANT ACTION MEMBERS TRIED TO GET ACTION BEFORE YOUR GROUP WAS FORMED? Check one: Yes _____ No _____ IF YES, HOW MANY? _____

## MAKE A LIST OF ALL YOUR HOUSING PROBLEMS

Prepare a written list of all complaints of the tenants in your building. To do this:

1. Visit each tenant in your building—even tenants that do not belong to your tenant action group.
2. Ask each tenant (1) his full name, (2) the number of people living in his apartment and (3) what housing problems he is having.
3. Use the worksheet on the next page as a sample. You may need several sheets. If you find a better form than the one given, USE IT.
4. After you write down all the information, ask your CAP or one of your members to type the list. If possible, have copies made for each member of your tenant action group.
5. You should list all housing complaints—even those that cannot be corrected by tenant action. The group may be able to do something about these problems in a cooperative effort.
6. A list of all housing problems that can be corrected by tenant action appears on the back cover of this Handbook. Check your list against it and mark the complaints that are legal violations.
8. Review the legal violations list with members of your tenant action group at a meeting. You do not have to know what items of the code are violated in order to register a complaint. BUT you DO have to be specific about the conditions you are complaining about.

## HOW TO USE THE WRITTEN LIST OF HOUSING VIOLATIONS

Give the list of legal violations to your landlord FIRST. Make certain that you keep a copy for your own use.

Attach a cover letter to the list. Your letter should:

1. Strongly request that your problems be corrected as soon as possible.
2. Tell your landlord that you expect an answer by a particular date( two weeks is a fair period of time).
3. End by saying that if you have not received a reply by the date specified, your group will notify the city department that acts on tenant complaints.

It is always a good idea to ASK your landlord to correct the problems before you take any legal action. If he is willing to cooperate, this is the quickest and easiest way to get action. Reluctant landlords often prefer acting on tenant complaints rather than pay court fines for building violations.

If your landlord refuses to do anything about the complaints, nothing has been lost. You will get better service from helping agencies if you show that you gave your landlord a chance to correct the illegal conditions in his building.

Remember, keep a copy of your letter and your list of complaints.

## WHAT CAN YOU DO IF YOUR LANDLORD REFUSES TO ACT?

Your landlord may refuse to do anything about your housing problems. Or he may not answer your letter before the deadline you gave him.

If this happens, THEN submit your written list of complaints to your city department that enforces the building and housing code. The department may not be the same in all New Jersey cities.

## WHEN TENANTS SHOULD NOT TAKE ACTION

IF YOU DO NOT WANT TO MOVE:

1. Some cities FORCE tenants to move after a City Inspector finds a violation. A City Inspector will look for ALL violations when he visits your building—not ONLY the problems you have reported. If you do not want to move, find out if this is the rule in your city BEFORE you report your problems to a city department or agency.

2. A landlord who is not happy about the action you are taking can ask you to move if you do not have a lease.

IF YOU DO NOT WANT YOUR LANDLORD TO LOSE HIS BUILDING:

Landlords often buy a building on contract and live in one of the apartments or rooms in the building. These landlords do not make enough profit to pay for the repairs you want. Tenant action could end with your landlord losing his entire building. If you do not want this to happen, DO NOT report your housing problems to an official agency.

**TENANT ACTION WORKSHEET #2**

## LIST YOUR HOUSING PROBLEMS

| Apartment Number or Identification | Name of Tenants | No. of people living in apartment | Complaints |
|---|---|---|---|
| Example: 2A Second Floor | Mr. and Mrs. John Doe | 4 | 1. Kitchen sink leaks.<br>2. Bedroom window won't open<br>3. Wallpaper loose in hall. |
| | | | |

## WHICH DEPARTMENT SHOULD YOU GO TO IN YOUR CITY?

1. GET A COPY OF THE BUILDING AND HOUSING CODE IN YOUR CITY. First, read it. Then go back and underline the agencies that can help you solve housing problems in your city. If you cannot understand your housing code, ask a CAP staff worker or a lawyer to explain it to you. (See "Legal Advice" on page 15).

2. FILL OUT THE WORKSHEET ON THE NEXT PAGE. With your city housing code in front of you, fill in the name, address and telephone number of each city department or agency that you have underlined.

3. Try to visit or call each department or agency that you have listed. If possible, make an appointment in advance with the person in charge. Tell him what you are doing. Ask for his advice and assistance. Most people who work will not be able to do this because city offices are usually open during regular working hours. The task could be assigned to a housewife.

4. Use the space under "Comments" to tell exactly how each department or agency can help you. If you talk to a particular person, add his name and title to your worksheet.

IMPORTANT: If you cannot get the information you need from the people at your city department or agency AND if you think that this indicates discrimination against you or the tenants you represent . . . REPORT YOUR EXPERIENCE TO THE NEW JERSEY DIVISION OF CIVIL RIGHTS. (See "Discrimination in Housing" on page 15).

## WHAT HAPPENS NEXT?

The City will send an inspector to look at the violations you have listed.

What happens after your building is inspected depends on the housing code in your city. Some cities will handle everything after you give them your list of complaints. Your first visit to the city department that takes care of housing violations can be your last. In other cities, you may have to go back to the city department several times. BUT in all cases, it is good to keep checking on what is happening to your complaint.

## HOW LONG DOES IT TAKE TO GET ACTION?

IN SMALL CITIES (under 100,000 population), you can expect a visit from the inspector about a week after you hand in your complaints. If you are not at home when the inspector comes, he will leave a form asking you to make an appointment with him. Return it to the inspector's office immediately.

IN VERY SMALL CITIES (under 25,000 population), you may be able to make an appointment with the inspector on your first visit to the city department that handles housing violations.

IN LARGE CITIES, it may be difficult to get immediate action on your complaints. Some cities don't have enough inspectors to handle housing complaints. You may have to wait many weeks before your visit is scheduled. If your city housing offices do not have many office workers, it may take a long time to file a complaint, to get action, or obtain information on its progress. And some cities do not have laws that force its department to act on housing complaints.

## GET IN TOUCH WITH YOUR COMMUNITY ACTION ORGANIZATION

Community action programs (CAPs) are local organizations that have been set up in all parts of the state to coordinate anti-poverty programs. They provide many different kinds of help and services to people who need them. Many CAPs have special people working only on housing problems. (See a complete list of CAPs in New Jersey on page 18).

**TENANT ACTION WORKSHEET #3**

## A DIRECTORY OF YOUR CITY DEPARTMENTS AND AGENCIES CONCERNED WITH HOUSING

Name, Address and Telephone of
City Department and Agencies — Comments

Department of Buildings (City Engineer)

Department of Sanitation (Garbage; Streets)

Fire Department

Police Department

City Housing Authority*

City or County Welfare Department

*A Directory of New Jersey Public Housing Authorities begins on page 20. The agencies are listed alphabetically under the name of the city.

**TENANT ACTION WORKSHEET #4**

## A DIRECTORY OF YOUR LOCAL PUBLIC AND PRIVATE HOUSING AGENCIES

Name, Address and Telephone of Your Local Housing Agencies — Comments

*Community Action Program:

Housing Groups That Offer Help to Tenants:

Local Community Centers:

Church Groups:

Fair Practices and Civil Rights Organizations:

Legal Aid Office(s):

County Bar Association Referral Service:

Others:

*A list of all Community Action Programs (CAPs) in the State begins on page 18.

## HOW CAN A CAP HELP YOU?

A CAP cannot inspect buildings for violations or make charges against a landlord. But it CAN help you in many ways. CAPs can:

1. Help you get copies of local housing and building codes. Some CAPs keep copies in the office and give them to people in the neighborhood.
2. Help you organize the other tenants in the building. CAP workers are trained to do this kind of job.
3. Help you prepare your written list of complaints and write letters to your landlord and/or city departments handling housing problems. CAP workers will use their typewriters and other office machines to make many copies of a long list of complaints for all tenants in the building.
4. Help you find the proper people at the proper public and private agencies. CAPs work with many city departments and many city employees. Their advice can save you time and effort. They can send you to the place where you will get the best service and action on your complaints.
5. Help you obtain legal advice. Some CAPs have special sections that offer free legal services to anyone who needs them. All CAPs can arrange to get good professional legal advice for groups of tenants or refer you to other organizations that will provide this service.

## GET IN TOUCH WITH YOUR LOCAL LABOR UNION

If you are a member of a labor union, speak to your business agent or community services counselor. He can help you write up your complaints and/or contact the proper agencies.

**For training in the housing field, get in touch with:**

**THE NEW JERSEY**
**COMMUNITY ACTION**
**TRAINING INSTITUTE**

**at 413 West State Street,**
**Trenton, New Jersey**

## GET IN TOUCH WITH YOUR CITY HOUSING AUTHORITY

Tell your city housing authority about your problems and the steps you have taken to correct them. A complete list of all local housing authorities in New Jersey begins on page 20.

Some housing authorities can . . .

. . . help any tenant living in a public or private apartment house. In other cities, it can ONLY help tenants in public housing.

. . . repair private buildings and correct housing violations even if your landlord is not willing to do so. In such cases, the housing authority appoints a custodian who collects the rents to pay for the repairs that are made.

## GET IN TOUCH WITH YOUR PUBLIC AND PRIVATE HOUSING AGENCIES

Find out which private agencies in your city can help you solve your housing problems. Some fair practices organizations (See "Discrimination" on page 15) can also help you. Some cities have independent housing councils or neighborhood tenant organizations that have tried to get action. Their experience can help you.

List the names, addresses and telephone numbers of the housing groups in your city on the left side of the worksheet on the following page. Try to visit or call each one. Find out if and how they can help you. Put this information on your worksheet under "Comments."

**EXAMPLE:**

Jerseytown Self-Help Association

319 Elm Avenue, 688-4512

**Comments**

New organization just getting started. Mrs. John Doe is working on housing and has offered to help us. Association can write to city officials telling them about our problems.

**TENANT ACTION WORKSHEET #4**

## A DIRECTORY OF YOUR LOCAL PUBLIC AND PRIVATE HOUSING AGENCIES

Name, Address and Telephone of Your Local Housing Agencies — Comments

*Community Action Program:

Housing Groups That Offer Help to Tenants:

Local Community Centers:

Church Groups:

Fair Practices and Civil Rights Organizations:

Legal Aid Office(s):

County Bar Association Referral Service:

Others:

*A list of all Community Action Programs (CAPs) in the State begins on page 18.

## CAN THE STATE HELP?

If your city department fails or refuses to help you, get in touch with the New Jersey Board of Tenement House Supervision, 1100 Raymond Boulevard, Newark (telephone: 201-292-2390). The Board is part of the State Department of Law and Public Safety. It can investigate housing violations and it can force a landlord to correct most illegal housing problems.

## WHAT KIND OF COMPLAINTS DOES THE BOARD HANDLE?

The board requires landlords to (1) keep apartments and apartment buildings clean and in good repair; and (2) meet all of the fire prevention rules. Tenants can make complaints to the Board for the following violations:

Dirty, stained, discolored or damp walls, ceilings, floors.
Leaky roofs and basements or cellars.
Broken windows, doors, stairs, stair-railings, porches, balcony railings, closets, cabinets.
Electrical wiring and fixtures out of repair.
Halls and stairways not lighted well enough.
Repairs needed on outside of building.

Do NOT make complaints to the Board until your city department refuses to take any action.

## WHAT ACTION DOES THE BOARD TAKE?

The Board will send an inspector to your building to check your complaints. If the inspector finds violations, the Board will require the landlord to correct them. The tenant does not have to do anything else.

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## A DIRECTORY OF NEW JERSEY STATE AGENCIES INVOLVED IN TENANT ACTION

| Name, Address, Telephone Number | |
|---|---|
| New Jersey State Bureau of Housing<br>P. O. Box 1889, Trenton, 609-292-2412<br>Chief: Julius J. Seaman, Jr. | This Bureau supervises all public housing programs in New Jersey. It is also a clearing house for information on housing and related matters. |
| New Jersey Department of Health<br>John Fitch Plaza, Trenton, 609-292-5600<br>Commissioner: Dr. R. P. Kandle | This Department works closely with city and county departments and boards of health throughout the state. |
| New Jersey Office of Economic Opportunity (OEO)<br>28 West State Street, Trenton, 609-292-6020<br>Director: John C. Bullitt | This is the state agency directly concerned with implementing the federal anti-poverty program. Its concerns include housing, health, education, employment and other matters. |
| New Jersey Community Action Training Institute<br>413 West State Street, Trenton, 609-392-4111<br>Director: Barry A. Passett | A non-profit organization that works with local Community Action Programs on materials and courses to train workers for the programs. |
| New Jersey Division on Civil Rights<br>1100 Raymond Boulevard, Newark, 292-4605<br>also: 53 West State Street, Trenton, 292-2467<br>Director: George S. Pfaus | These two offices receive complaints about discrimination, investigate them, and take action to enforce state laws on discrimination and civil rights. |
| New Jersey Bureau of Tenement House Supervision<br>1100 Raymond Boulevard, Newark, 201-292-2393<br>Secretary: Capt. W. L. McElroy | This Bureau inspects New Jersey apartment buildings of all kinds and enforces regulations about their construction and maintenance. |

**TENANT ACTION WORKSHEET #5**

## PROGRESS REPORT

DON'T count on city agencies and/or private organizations doing all of the work. Their workload may not permit them to give your problem the attention it needs. Their policy may not allow them to give your group complete support. It is up to YOU to keep checking on the progress that is being made. If you don't, people will think you have lost interest in getting tenant action.

Keep a record of what you have done. This sample worksheet is one way to do it.

| DATE | People, agency contacted | What action was taken or reported? |
|---|---|---|
| Example: June 1 | City Department of Buildings<br>Mr. Charles E. Brown, Super. | I called Mr. Brown to find out what has happened to the list of complaints that we gave him last week. He said it was approved for action. An inspector will be in touch with us next week. |
| | | |
| | | |

It is good to record every telephone call, every visit and every letter that was sent. A complete record can help you get tenant action.

## LEGAL ADVICE
## WHEN DOES A TENANT NEED A LAWYER?

A tenant needs a lawyer when:

1. his landlord is trying to evict him. A landlord cannot evict a tenant until he brings the case to court. There both sides will be heard. The landlord will be sure to have a lawyer represent him. The tenant should have a lawyer, too.
2. he is involved in any legal action concerning his renting or occupying an apartment. The tenant needs legal advice about any document that he receives from his landlord and does not understand. A lawyer will explain it.
3. his lease has special conditions. A lease is often hard to understand. Ask a lawyer to tell you exactly what your lease requires BEFORE you sign it.

## HOW CAN YOU GET LEGAL ADVICE?

Most large cities have legal Aid Societies—organizations that can help you get legal advice and service. If there is a Legal Aid Society in your city, it will be listed in your telephone book under the name "Legal Aid Society".

Other agencies that can help tenants get legal assistance are:

Local Community Action Programs (See page 18)
City or County Welfare Service Agencies
Fair Practices Organizations
City or County Bar Association—Referral Services

## DISCRIMINATION IN HOUSING

It is illegal in New Jersey for anyone to refuse to rent or lease an apartment because of a person's race, creed, color, age, national origin or ancestry.

Discrimination in housing can take many forms. It can be spotted when a landlord:

Refuses to rent.
Refuses to show vacant houses or apartments
Overcharges on rent.
Charges extra for services that are usually free.
Asks for a rent deposit when this is not usual.
Puts special conditions in the lease.
Insists on a lease when no one else in the building has one.
Asks for special references.
Gives different services to tenants.

## WHAT CAN YOU DO ABOUT IT?

Report any kind of discrimination that you experience as soon as possible by letter, telephone or in person to one of the New Jersey offices that enforce the law:

In Newark:
New Jersey Division of Civil Rights
1100 Raymond Boulevard, telephone: 201-292-4605

In Trenton:
New Jersey Division of Civil Rights
52 West State Street, telephone: 209-292-2467

These offices will investigate your complaint carefully and order a guilty party to stop any discrimination in housing. **Anyone who does not comply with this order can be fined or sent to jail or both.**

## CAN LOCAL AGENCIES HELP?

The Division of Civil Rights is part of the New Jersey Department of Law and Public Safety. Other public and private agencies in your community that can act on discrimination in housing are:

1. Local Mayor's Commission on Human Relations. To find out if your city has such a commission, write or call the office of the Mayor in your city.
2. Community Fair Practice Organizations. These organizations have different names. They are created by a group of interested citizens who are willing to give their time and effort to fight discrimination in all forms. The names of these groups will have the words "fair practices" or "human relations" in their titles.
3. Community Action Programs. (See a complete list on Page 18)

## WHAT IS A LEASE?

A lease is a legal contract—an agreement between you and your landlord. A lease says that you agree to live in your apartment for a certain period of time —usually a year—and that you agree to pay the same amount of rent each month during that time. If you think you will move during the following year, DO NOT SIGN A LEASE.

### BEFORE YOU SIGN A LEASE . . .

1. CHECK ALL OF THE ITEMS THAT HAVE BEEN TYPED IN. Most leases are printed forms. They have blank spaces that your landlord fills in. These items usually are: (1) the length of time you agree to live in your apartment, (2) the number of people who will live in your apartment, and (3) other special rights that you and your landlord agree upon.
2. NEVER SIGN A BLANK LEASE—OR ONE THAT YOU DO NOT UNDERSTAND. If there is anything that you do not understand in your lease, ask someone with more experience or a lawyer to explain it to you. (See "Legal Advice" on page 15.)

### AFTER YOU SIGN A LEASE . . .

1. GET A COPY THAT YOU CAN KEEP. YOU WILL NOT BE ABLE TO MOVE UNTIL YOUR LEASE IS UP. There are some special times when you can break your lease and move before it ends. A lawyer can help you.
2. YOUR LANDLORD CANNOT RAISE YOUR RENT UNTIL THE END OF YOUR YEAR or until your lease runs out. No matter how many repairs your landlord makes in your apartment or your building, he cannot raise your rent until the end of your lease. IF you want to stay in your apartment AFTER it is fixed up, ask your landlord for a lease BEFORE you start tenant action.

IF YOU DO NOT HAVE A LEASE, YOUR LANDLORD CAN RAISE YOUR RENT AT ANY TIME.

### RELOCATING:

If you have to move because your building will be torn down, you can use the Relocation Services offered by your neighborhood Urban Renewal Program. They can help you:

1. Find another apartment that you can afford to rent, that is near your work, that is large enough for your family, that does not have any building violations and that does provide the services you and your family need.
2. Get a cash payment for your moving expenses.
3. Obtain your relocation allowance.
4. Get a priority if you apply for a public housing apartment.

## PUBLIC HOUSING

### WHAT IS PUBLIC HOUSING?

Many cities in New Jersey have apartments and houses with low rents for families that do not have much money. These buildings are operated by a local housing authority which is part of a city government.

### HOW MUCH RENT DO YOU PAY?

The rent for each tenant is based on the amount of money he makes during a year. The number of people in a tenant's family will decide how large his apartment may be. His rent will include all utilities —gas, heat, water, electricity and other necessary services. Generally, rents are about one-fourth of the amount of money that a family earns each year. (Example: A husband and wife earning $3,000 a year would pay about $62.50 per month.)

There are generally two kinds of public housing—buildings where the rents are very low, for families with very small incomes (usually less than $5,000 a year), and buildings where the rents are not quite so low, for families with a little higher income ($5,000 to $7,000 a year).

### WHO IS THE LANDLORD IN PUBLIC HOUSING?

The landlord in public housing projects is the city housing authority.

### CAN TENANTS IN PUBLIC HOUSING TAKE TENANT ACTION?

Yes. Local public housing authorities must obey the same housing code as apartment houses in your city. People living in public housing can use this Handbook to take tenant action.

### HOW CAN YOU APPLY FOR AN APARTMENT IN PUBLIC HOUSING?

Anyone can apply for an apartment in public housing by writing or calling in person at the local housing authority office in your city. There is usually a waiting list for public housing apartments because the rent is low and the buildings are kept in good condition. Some cities will give a priority to families who are forced to move because their house or building is to be torn down. A complete list of all public housing authorities offices in the state begins on page 20.

## PUBLIC HOUSING FOR OLDER PEOPLE

It is hard for many older people to find an apartment at rents they can afford. Their needs are different. Often they live on a small retirement check. Many have physical disabilities and have difficulty in taking care of their apartment.

There are public housing programs for older people in many New Jersey cities that have been organized to help solve these problems. And many new buildings are being built with special features that will make it easier for senior citizens. Some public housing authorities reserve a certain number of apartments for older people.

The list of Housing Authorities on page 20 shows which have apartments for older people in public housing buildings. Anyone 62 years or older, married or single, can apply for these apartments. Most of them offer low-rent apartments as well as apartments for middle income families.

Information about Public Housing for senior citizens can be obtained by writing to one of the following agencies:

New Jersey Bureau of Housing
PO Box 1889, Trenton, New Jersey 08625
Telephone: 609-292-2412

and

New Jersey Division of Aging
PO Box 1540, Trenton, New Jersey 08625
Telephone: 609-292-3765

## TENANTS IN RURAL AREAS:

Tenants who live in small towns or rural areas should go to their local Community Action Program. See the CAP list on page 18 to find the CAP serving your area.

The Farmers Home Administration of the United States Department of Agriculture will help farm workers build or repair low-cost houses. For more information, call or write:

Farmer's Home Administration
402 East State Street
Trenton, New Jersey, 609-599-3511

## MIGRANT FARM WORKERS:

Two state agencies offer help to migrant farm workers.

New Jersey Bureau of Migrant Labor
John Fitch Plaza, P. O. Box V
Trenton, New Jersey 08625, 609-292-2341

The Migrant Opportunity Program
Room 1017, Trenton Trust Building
28 West State Street
Trenton, New Jersey, 609-292-6090

The Bureau of Migrant Labor is part of the N.J. Department of Labor and Industry. Their inspectors visit migrant worker camps and the farms that employ migrant workers in all parts of New Jersey. They make certain that State regulations concerning employment, housing and other conditions are being met.

The Migrant Opportunity Program is part of the New Jersey Office of Economic Opportunity. It brings the anti-poverty programs sponsored by the State office to migrant farm and seasonal workers in all parts of the State.

Rural Community Action Programs offer tenants help with housing problems. However, there are many different kinds of groups that offer assistance in this area. Among them:

1. Church Groups
   Example: The Migrant Ministry with headquarters in Vineland.
   American Friends Service Committee in Bridgeton.
2. Fair Practices Organizations
   Example: The Southern New Jersey Chapter of the National Association for the Advancement of Colored People, Mizpah, New Jersey.
3. Regional and County Welfare Services
   Example: Welfare Services in the Raritan region.
4. Independent Housing Groups
   Example: Cranbury Housing Associates, Cranbury, N. J.
5. Programs of local and regional Department of Health
   Example: In some rural areas tenants can get action on unsanitary conditions in housing through the County Health Departments.

## A LIST OF NEW JERSEY
# COMMUNITY ACTION ORGANIZATIONS

**ATLANTIC & CAPE MAY COUNTIES**
Atlantic Human Resources, Inc.
427 Atlantic Avenue
Atlantic City, 609—348-4131
Rabbi Aaron N. H. Krauss
President, 609—345-3282
Paul G. Tuerff, Director

**BERGEN COUNTY**
Department of Economic Opportunity
29 Linden Street
Hackensack, 201—488-4200
Robert M. Belmonte
Acting Director

**BURLINGTON COUNTY**
Community Action Program, Inc.
High & Grant Streets
Mount Holly, 609—267-0180
Willie James, President
609—877-1763
Ronald E. Ossmann
Executive Director

**CAMDEN COUNTY**
Council on Economic Opportunity
301 Cooper Street
Camden, 609—963-7065
Benjamin Foster
Temporary Chairman

**CITY OF CAMDEN**
Council on Economic Opportunity
320 Haddon Avenue
Camden, 609—964-8740
Thomas C. Gramigna, Chairman
Executive Committee

**ESSEX COUNTY**
Youth & Rehabilitation Commission
39 Branford Place
Newark, 201—622-2970
Martin Lordi, Director & Chairman
Paul S. Falcone, Program Director

**MONTCLAIR**
Council for Community Action
Municipal Building
647 Bloomfield Avenue
Montclair, 201—744-1400
Theodore McLachlan, Chairman
Patsy J. Caggiano, Vice Chairman
62 Grove St., Montclair
201—746-3565

**NEWARK**
United Community Corp.
124 Branford Place
Newark, 201—623-7313
C. Willard Heckel, President
Cyril D. Tyson, Executive Director

**ORANGE**
Opportunity Corporation
369 Main Street
Orange, 201—676-3827
Vincent DeRosa, Chairman

**HUDSON COUNTY**
**BAYONNE**
Economic Opportunity Corporation
41 East 25th Street
Bayonne, 201—339-8700
Robert Jones, Chairman
80 West 44th St., Bayonne
201—437-3519

**HOBOKEN**
Organization Against Poverty & Economic Stress
(HOPES, Inc.), Hoboken Health Center
916 Garden Street
Hoboken, 201—792-3000, Ext. 108
Thomas McFeely, Chairman
Raymond G. Clyons, Director

**JERSEY CITY**
Community & Neighborhood Development Organization
(CAN-DO)
116 Jackson Avenue
Jersey City, 201—433-1707
Leonard Casner, Chairman
201—333-1221
Earl Byrd, Executive Director

**MERCER COUNTY**
Community Action Council
209 South Broad Street
Mercer County Court House
Trenton, 609—599-3863 and 609—392-3481, Ext. 16
Freeholder Arthur R. Sypek, Chairman
Wilson J. Coan, Director

**TRENTON**
United Progress, Inc.
143 East State Street
Trenton, 609—392-2161
Dr. Paul T. Williams, President
Gregory R. Farrell, Executive Director

## COMMUNITY ACTION ORGANIZATIONS

**MIDDLESEX COUNTY**
Economic Opportunities Corporation
1 John F. Kennedy Square
County Records Building
New Brunswick, 201—846-6600
Rev. Ronald Vander Schaaf, Chairman
Milton Zatinsky, Executive Director

**MONMOUTH COUNTY**
Community Action Program, Inc.
616 Mattison Avenue
Asbury Park, 201—775-7000
Joseph C. Irwin, Chairman
Joseph Taylor, Director

**MORRIS COUNTY**
Economic Opportunity Council
County Court House
Morristown, New Jersey 201—539-4300
Leslie Rear, Chairman

**MORRISTOWN**
Community Action Committee
City Hall
Morristown, N. J., 201—539-4222
The Hon. E. Marco Stirone, Mayor
William R. Mullen, Chairman

**NORTHWEST NEW JERSEY**
Community Action Program, Inc.
Municipal Building
Phillipsburg, 201-GL 4-7000
Kenneth Peterson, Chairman
J. (Jack) H. Chapman, Executive Director
(Represents Hunterdon, Sussex and Warren Counties)

**OCEAN COUNTY**
O.C.E.A.N., INC. (Ocean Community Economic Action, Now, Inc.)
38 Main Street
Toms River, 201—244-5333-4
Rabbi Stanley Yedwab, Chairman
201—363-4011 or 201—363-2800
Lt. Col. Robert L. Tarver (Ret.)
Executive Director

**PASSAIC COUNTY**
Community Action Council
Wayne Administration Building
Wayne, 201—694-1800
Oscar Acquino, Temporary Chairman

**PASSAIC (city)**
Mayor's Anti-Poverty Action Board
55 Paulison Avenue
Passaic, 201—472-9600
The Honorable Paul DeMuro, Mayor
Mrs. O'Dessa J. Shipley, Executive Director

**PATERSON**
Task Force for Community Action, Inc.
367 Broadway
Paterson, 201—271-7400
Rev. John David Erickson, President
Kenneth E. Marshall, Executive Director

**SOMERSET COUNTY**
Community Action Program
25 West Bridge St., Somerville
Paul G. Fleischer, President
201—722-1743

**SOUTHWEST REGIONAL**
Economic Opportunity Corporation
40 Municipal Airport
Millville, 609—825-8400
Rev. Robert Shafer, President
609—881-2959
(Represents Cumberland, Gloucester, and Salem Counties)

**UNION COUNTY**
Anti-Poverty Council
Union County Court House
Broad Street & Rahway Avenue
Elizabeth
Dr. Myra Smith-Kearse (Home)
Temporary Chairman
375 Tower St., Vauxhall
201—686-0870

**ELIZABETH**
Community Action for Economic Opportunity, Inc.
272 North Broad St.
Elizabeth, 201—351-9151
Robert E. Goldsby, Chairman
201—354-8000
Thomas E. Highsmith, Jr., Executive Director

**PLAINFIELD**
Community Action, Inc.
City Hall, Plainfield
201—757-8800
The Honorable Libby E. Sachar, Chairman
Ralph Zinn, Director

## A LIST OF
## NEW JERSEY PUBLIC HOUSING AUTHORITIES

Agencies are listed alphabetically under the name of the city. The proper name appears in parenthesis ( ).

**Name, Address, Telephone and Name of Director**

*ASBURY PARK (Housing Authority)
1004 Comstock St.; 201-774-2660
John C. Lumley

*ATLANTIC CITY (Housing Authority)
2311 Fairmount Avenue; 609-344-3186
Mrs. Pauline Hill

*BAYONNE (Housing Authority)
41 East 25th Street; 201-339-8700
Thomas Zito

*BELMAR (Housing Authority)
P. O. Box 90; 201-681-1787
Donald E. Haight

BERKELEY HEIGHTS (Redevelopment Agency)
308 Springfield Avenue; 201-464-0030
Daniel F. Haas

BEVERLY (Housing Authority)
Beverly, N. J.; 609-387-0250
Charles H. Sedgley

*BOONTON (Housing Authority)
P.O. Box 57, 125 Chestnut Street 201-335-0846
Walter A. Peterson

BORDENTOWN (Redevelopment Agency)
324 Farnsworth Avenue 609-298-0073
Robert J. Kennedy

BRICK (Township) (Housing Authority)
P.O. Box 638; Breton Woods, N. J.
201-892-6900

*BRIDGETON (Housing Authority)
19 Maple Drive; 609-451-4454
William E. Bowen

BRIDGETON (Redevelopment Agency)
64 South Laurel Street; 609-451-4442
Dominic Sungenis

BURLINGTON (Housing Authority)
No. 1 Col. Edward B. Stone Villa
John T. Serverns 609-386-0246

*CAMDEN (Housing Authority)
City Hall, 9th Floor 609-964-1952
Raymond J. Osborn

*CAPE MAY (Housing Authority)
212 Ocean Street; 609-884-8411
Louis W. Cox

*CARTERET (Housing Authority)
Edward J. Dolan Homes, Bergen Street
201-541-2959
John J. Sudia

CARTERET (Redevelopment Agency)
72 Roosevelt Avenue; 201-541-7274
Walter Schaffhauser

*EAST ORANGE (Housing Authority)
City Hall; 201-678-0250
George R. Genung, Jr.

*EDISON (Housing Authority)
Julius C. Engel Gardens, Willard Dunham Dr.
Metuchen, New Jersey; 201-549-3301

ELIZABETH (Housing Authority)
688 Maple Avenue; 201-354-5775

ELIZABETH (Redevelopment Agency)
City Hall; 201-354-252
John H. Graichen

*ENGLEWOOD (Housing Authority)
9 West Street; 201-567-1066
George E. Menditto

FAIRVIEW (Redevelopment Agency)
59 Anderson Avenue; 201-941-1352
Executive Director Nicholas V. Introcaso

FLORENCE (Housing Authority)
3rd and Eyre Streets; 609-499-0575
Mrs. Mary Kaz

*FRANKLIN (Housing Authority)
1 Parkside Street, Franklin Township
Somerset, New Jersey; 201-545-9430
Leonard Hammond

*GARFIELD (Housing Authority)
71 Golden Age Court; 201-772-8580
Harry Pelio

*GLASSBORO (Housing Authority)
High and Main Streets 609-881-5211
Elizabeth H. Neibyl

*GUTTENBERG (Housing Authority)
6900 Broadway; 201-865-5050

*HACKENSACK (Housing Authority)
170 Sussex Street; 201-342-4280

*HADDON (Housing Authority)
P.O. Westmont 609-854-2727

HARRISON (Housing Authority)
Harrison and Schuyler Avenues; 201-483-1488
William H. Hildinger

*HIGHLAND PARK (Housing Authority)
221 South Sixth Avenue; 201-246-1343
Mrs. Cecilia Hext

HIGHLANDS (Housing Authority)
125 Waterwitch Avenue; 201-872-1002
Clara M. Dempsey

*HIGHTSTOWN (HOUSING Authority)
215 Academy Street; 609-448-2268
Bruce H. French

*HOBOKEN (Housing Authority)
400 Harrison Street; 201-798-0379
Mr. M. Edward DeFazio

*IRVINGTON (Housing Authority)
101 Union Avenue; 201-375-2121
Paul Beyer

*JERSEY CITY (Housing Authority)
514 Newark Avenue 201-653-6400
Joseph E. Connelly

JERSEY CITY (Redevelopment Agency)
611 Summit Avenue; 201-656-0517
Charles C. Nathanson

*Housing Authorities that have housing for older people.

Name, Address, Telephone and Name of Director

*KEANSBURG (Housing Authority)
358 Carr Avenue, P. O. Box 215; 201-787-6151
Charles R. Law

*LAKEWOOD (Housing Authority)
483 Cedar Bridge Avenue; 201-364-1300
Howard Goldberg

LINDEN (Housing Authority)
City Hall, Wood Avenue; 201-486-3800

*LODI (Housing Authority)
De Vries Park, Administration Building
201-779-8568
Andrew Nuccitelli

LODI (Redevelopment Agency)
Lodi, N. J.; 201-777-2376
Joseph LaPorta

*LONG BRANCH (Housing Authority)
Adminstration Building, Garfield Court
P.O. Box 336; 201-222-3747
John E. Schulz

MEADOWLANDS (Regional Development Agency)
611 Summit Avenue, Jersey City, N. J.
201-656-0517
Charles G. Nathanson

METUCHEN (Redevelopment Agency)
407 Main Street; 201-548-5400
Thomas H. McKeown

*MILLVILLE (Housing Authority)
136 E. Main Street; 609-825-8860
Frank C. Cossaboon

MONTCLAIR (Redevelopment Agency)
Montclair, N. J.; 201-744-1400
Robert F. Edwards

*MORRISTOWN (Housing Authority)
45 Clyde Potts Drive; 201-538-6343
John Waverczak

*NEPTUNE (Housing Authority)
30 Ridge Avenue; 201-774-7692
T. Hadford Catley

*NEWARK (Housing Authority)
57 Suscex Avenue; 201-622-1030
Louis Danzig

*NEW BRUNSWICK (Housing Authority)
176 Memorial Parkway; 201-246-1200
Joseph A. McHenry

*NORTH BERGEN (Housing Authority)
5823 Meadow View Village; 201-867-3519
Gerald H. Murphy

*OCEAN CITY (Housing Authority)
Ocean City, N. J.; 609-399-1062
Scott L. Willis

OCEAN CITY (Redevelopment Agency)
111 E. Eighth Street; 609-399-1062
Scott L. Willis

*ORANGE (Housing Authority)
325 Mechanic Street; 201-674-5935
A. Theo Kulsziski

*PASSAIC (Housing Authority)
23 Aspen Place; 201-473-4900
Edward Rsab

PASSIAC (Redevelopment Agency)
16 Broadway; 201-473-4415
Louis Strassler

*PATERSON (Housing Authority)
29 Harris Place
Romeo T. DeVita

PENNSAUKEN (Redevelopment Agency)
Municipal Building

Name, Address, Telephone and Name of Director

*PERTH AMBOY (Housing Authority)
881 Amboy Avenue; 201-826-3114
Stephen P. Mihalko

*PHILLIPSBURG (Housing Authority)
502 Heckman Street; 201-454-0122
Jacinto F. Gammino

*PLAINFIELD (Housing Authority)
543 W. Third Street; 201-757-7722
Clifford A. Young

PLEASANTVILLE (Housing Authority)
116 North Main Street; 609-646-2403

PLEASANTVILLE (Redevelopment Agency)
116 North Main Street; 609-646-2403

*PRINCETON (Housing Authority)
50 Clay Street; 609-924-3448
Mrs. E. Karin Slaby

*RAHWAY (Housing Authority)
498 Capobianco Plaza; 201-388-3546
Kenneth C. Freeman

RAHWAY (Redevelopment Agency)
45 East Ermerson Avenue; 201-388-4036
Raymond F. Handerhan

*RED BANK (Housing Authority)
Montgomery Terrace; 201-741-1808
Mrs. Margaret W. Pries

*SALEM (Housing Authority)
107 West Broadway, P.O. Box 23; 609-935-5022
Henry D. Young

SCOTCH PLAINS (Redevelopment Agency)
Scotch Plains, N. J.; 201-322-8444
Walter H. Jones

SEA ISLE CITY (Redevelopment Agency)
P.O. Box 164; 609-262-8802
Harry Tracy

SOMERVILLE (Redevelopment Agency)
52 Main Street; 201-722-6033

SOUTH AMBOY (Housing Authority)
170 John Street; 201-721-1831
Woodrow M. McCarthy

SOUTH PLAINFIELD (Redevelopment Agency)
South Plainfield, N. J.; 201-754-9000
Ernest J. Lavissiere

STANHOPE (Redevelopment Agency)
Stanhope, N. J.; 201-347-3100
Franklin H. Branin

*TRENTON (Housing Authority)
825 New Willow St.,; P.O. Box 795; 609-394-5114
Joseph S. Tysowski

*UNION CITY (Housing Authority)
3911 Hudson Boulevard; 201-864-1515

*VINELAND (Housing Authority)
12 N. Sixth St., 609-691--4099
Narchie Rigo

VINELAND (Redevelopment Agency)
12 North Sixth Street; 609-692-2358
J. R. Waugh, Jr.

*WEST NEW YORK (Housing Authority)
6100 Adams Street; 201-867-4700
Charles V. Dobbins

WEST ORANGE (Redevelopment Agency)
49 Mt. Pleasant Avenue; 201-736-0224
Richard A. Jacobs

WILDWOOD (Redevelopment Agency)
Wildwood, N. J.; 609-522-2444

WOODBRIDGE (Housing Authority)
406 Amboy Avenue; 201-634-2750
Eugene R. Finn

*Housing Authorities that have housing for older people.

# APARTMENT HOUSE PROBLEMS
# THAT CAN BE CORRECTED BY TENANT ACTION

**APPLIANCES**—stoves, refrigerators not working or in bad condition.

**BASEMENTS**—flooded or littered with garbage or trash.

**BATHROOMS**—not enough in building, plumbing broken, leaking or out-of-order; floor that is not waterproof.

**BOILERS**—broken, leaking, not providing enough heat or hot water.

**BUGS**—INSECTS

**CEILINGS**—cracked, falling plaster, leaks.

**DISCRIMINATION**—refusing to rent because of race, color, creed, national origin, ancestry or age.

**DISTURBANCE**—noise, nuisance, continuous annoyances.

**DOORS**—broken, cannot be locked.

**DRAINAGE**—stopped-up, clogged.

**ELECTRICITY**—no electricity, poor wiring, not enough outlets.

**EVICTION**—forced to move.

**FIRE HAZARDS**—poor wiring, overloaded outlets, oily rags in basement, gas or oil leaks, unattended burning of leaves or trash, not enough fire escapes; not enough sprinklers in fireproof buildings.

**FLOORS**—holes; missing, broken or badly cracked boards.

**GARBAGE**—not enough containers with lids, not enough collections.

**HALLWAYS**—trash in halls, not enough light, need painting or cleaning.

**HEAT**—not enough or no heat.

**HOT WATER**—not enough or no hot water; water not hot enough.

**KITCHEN**—appliances not working, gas leaks, bad plumbing.

**LIGHT**—not enough or no lights in building, not enough electric outlets.

**MAIL**—broken or no mail box, not getting the mail that is delivered.

**NOISE & NUISANCE**—in building or in neighborhood.

**ODORS & FUMES**—gas leaks, bad plumbing or sewage inside or outside of building.

**OWNERSHIP OF BUILDING**—no record of who owns your building.

**PAINT**—needed in the halls, on stairs, in your apartment; outside of building.

**PLASTER**—cracked, loose or falling.

**PLUMBING**—not enough in bathroom or kitchen; out-of-order.

**RELOCATION OR URBAN RENEWAL**—forced to move because your building will be torn down.

**RATS**—RATHOLES—MICE

**ROOF**—holes, leaks, falling shingles, flooded.

**RUBBISH**—collected inside and/or outside of building.

**SCREENS**—none or not enough provided for every window in your apartment.

**SERVICES**—cleaning or painting needed in halls, not enough garbage collections, broken or littered sidewalks.

**SEWAGE**—leaks, overflooded inside or outside of building.

**SMOKE**—from heaters, incinerators or bad wiring inside or outside of building.

**STAIRS**—broken or cracked steps or rails, not enough light.

**TOILETS**—broken, leaking, out-of-order or not enough in building.

**VACANT LOTS**—lots of trash or garbage, standing water, dangerous holes.

**WALLPAPER**—dirty, torn.

**WALLS**—cracked, broken, dirty.

**WATER**—not enough or no water, low pressure, bad taste, smell or color.

**WINDOWS**—broken, cracked, stuck, without screens.

ERIC Clearinghouse
JUL 12 1968
on Adult Education

If you have questions or want more information, write to:
Barry A. Passett, Director, New Jersey Community Action Training Institute
413 West State Street, Trenton, New Jersey 08618